



IFMA Airport Facilities Council
Business Meeting Minutes via Teams
 February 9, 2023, 3:00 pm Eastern

Attendees

Bruce Arnold	President, Salt Lake City International Airport
Mike Tasker	Vice President, Seattle-Tacoma International Airport
Ellen Crews	Treasurer, Woolpert
Cecile Ridings	Secretary, Cincinnati Northern Kentucky International Airport
Troy Donahue	Past President, Houston Airport Systems
Joshua Amos	Components Liaison, IFMA

Monthly Meeting Minutes: The January 2023 minutes were distributed for review, Ellen motioned to approve the January board meeting minutes, Cecile seconded, all in favor, so approved.

Financial Statements, Ellen submitted the financial statements to the Council Board for the month ending January 2023. This report is summarized below. Ellen stated we were fortunate to have several sponsorships received in January from ADB Safe Gate, Kone, Musco Lighting, PSM2 and Swift Sensors. Another one received from Trimble (City Works) will show on the February statement. Ellen stated that the Phoenix crew has been very active and are not only filling in the spring agenda presentation slots but are also promoting and collecting sponsors as well.

Snapshot of Financial Activity - Month Ending 31 January			
Previous Balances	Credits	Debits	Ending Balances
\$ 39,592.31	\$ 5,994.40	\$ -	\$ 45,586.71
\$ 67,319.47	\$ 4.80		\$ 67,324.27
		Total:	\$ 112,910.98
Credits (deposits) include:			
• Membership dues			
• Interest earned			
• Annual Sponsorship proceeds			
• ADB Safe Gate			
• Kone			
• Musco Lighting			
• PSM2			
• Swift Sensors			
Debits: NA			



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Joshua stated that Ellen will see a letter come out about banking and IFMA is moving their banking to Wells Fargo. They want everything moved over by the end of the fiscal year. Ellen asked about signatures and how IFMA were going to handle that. Joshua was not sure currently. Wells Fargo is a larger bank with more locations.

Foundation Funds disbursement for 2023 (unused Scholarship funds), Discussion how the council wants to handle the Foundations unused scholarship funds. Ellen stated that this was held over from our previous meeting because we wanted to discuss with all board members, and we were sometimes missing one or two. Ellen explained that the scholarship funds our council awards over the last few years includes funding for travel and attendance to World Workplace. The travel funds have not been used by the recipients due to Covid. The council will not get the money reimbursed but we can have a say in where to redirect it, like to another scholarship, increase our current two that we award annually or donate it to another group such as the IFMA Military Community that Jon Martens. IFMA Fellow, was promoting at the Airport Facilities Council meeting at World Workplace 2022. Ellen asked if we wanted to give three scholarships this year or give more to the two scholarships that we usually award. Ellen pulled up the e-mail and it reads that we have \$11, 354.76 in that reserve account. She stated that there was no date identified on the e-mail as to when we had to reply, and she forwarded that e-mail to all board members for review. Discussion commenced regarding the options for the council to utilize these funds.

The normal scholarship requests do not usually come out until Spring. The consensus of the group was to provide three scholarships this year instead of two and the remaining amount to donate to the IFMA Military Community.

Sponsorships: Ellen stated that she received two partial year sponsorships from Alison Bimrose with PSM-2 (Gold) and Swift Sensors (Platinum). Bruce asked Ellen if she had heard anything from Master Lock. Ellen stated that she hadn't. Bruce asked about JBT, Ellen stated no, she did not have them, Bruce will reach out to them. He thinks it is simply oversight on their part.

Ellen stated we currently had full platinum sponsorships of EDI, Flagship, Kone, Climatec, and gold sponsorships for TD Industries, Waterblasting, Trimble and Woolpert. Partial sponsors for Swift Sensors, ABD Safe Gate, Musco Lighting, and PSM2. The total received is \$17,750.00 from our sponsorships this fiscal year.

Memberships: Joshua stated that current memberships are 229.

Spring Airport Facilities Council Conference 2023, Phoenix May 3, 4 and 5th: Ellen stated that the Phoenix committee working on hosting the Spring conference was working directly with the hotel on the food and beverage arrangements and so far, she does not know what the food budget will be for the event. They



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have ordered the speaker gifts and attendee gifts through Northwest Logo Products that we have used the past several years. Ellen thought the registrant gifts were like a safari hat and some sort of nap sack for outdoor adventures.

Joshua says there is an announcement going out Monday for the conference. He asked if he should send out one every two weeks until the event, but Bruce suggested we send it out weekly from now until the event, all agreed. Joshua asked if we should start including the sponsor logos on the weekly send outs and all agreed. Joshua explained that they will not be included on next week's distribution, but he will include them on the ones after.

Mike asked about the AirFC jackets or polos and should we bring them. He stated he did not have one of them. Ellen stated that Shantel had the extra inventory. Troy stated that he is now the holder of the extra inventory. He stated that there were some changes going on there at Houston Airport Systems and this is now his to inventory.

Ellen stated that CW industries just reached out to Ellen about the spring conference wanting to present. She stated we may have them on the agenda for Seattle in 2024 because Phoenix's agenda is full.

Meeting Times: There was brief discussion on the timing of our council meeting and if that time was working. Several have some overlap but agreed that this is still the best time so no changes will be made.

There being no further business before the Council, the meeting was adjourned at 3:34 pm Eastern. Next meeting is scheduled for March 9, 2023.